
I. PURPOSE

This policy establishes the conditions for employees having appropriate access to designated areas that require keys and/or security codes.

II. POLICY

- A. Certain employees are issued keys to Athlos Academy of Utah offices and facilities.
 - 1. These keys are never to be loaned out or given to anyone except management.
 - 2. For each Athlos Academy classroom, office or facility, the designated personnel shall be the one to open and close the area.
 - 3. Closing an Athlos Academy of Utah classroom or office includes turning off the lights, any electrical equipment, and locking windows and doors.

Legal References:

[Utah Admin R277-400](#)